

DCDS FINANCIAL USERS NETWORKING MEETING
Meeting Minutes for May 6, 2004

Present:

Beth Ball, Attorney General	Diane Giganti, Judicial
Anne Girvin, Attorney General	Chris Graham, Labor & Econ. Growth
David Batz, Auditor General	Dave Wenstrom, Labor & Econ. Growth
Dennis Strzalkowski, Auditor General	Deb Cody, Lottery
Raj Mehta, Civil Rights	Debora Gillis, DMB
Rita Engardio, Civil Service	Adel Beachnau, DMB/OFM
Nanette Gordon, Community Health	Brian Curran, DMB/OFM
Sue Malkin Community Health	Ed Dettling, DMB/OFM
Lisa Smyth, Community Health	Donette Lind, DMB/OFM
Carole Brunner, Environmental Quality	Ruth Mealy, DMB/OFM
Holly Hohman, Environmental Quality	Vanessa Askew, Natural Resources
Jill Trepkoski, Environmental Quality	Lisa Koelzer, Natural Resources
Sally Anthony, Family Ind. Agency	Patricia Schrauben, Senate Fiscal Agy.
Colleen Curtis, Family Ind. Agency	Juanita Sarles, State
David Putman, Family Ind. Agency	Suzette Walker, State Police
Sandy Theisen, Information Technology	Brian Hurtekant, Transportation

Approval of the Agenda – Ed Dettling

The agenda was approved.

ISSUES FOR DISCUSSION

Payroll & Tax Reporting Division Update on Organization Changes

Ruth informed the group of the change in division names resulting from the OFM reorganization. The TABS Division is now called Support Services Division (SSD); FCD is now the Accounting and Financial Reporting Division (AFR); and FOD is now the Payroll and Tax Reporting Division (PTR). The biggest organizational change was moving the vendor registration section from PTR to the OFM Help Desk. Now all current PTR staff is dedicated to payroll functions. PTR will be identifying four staff as agency single points of contact. A formal communication will be distributed in the next couple of months explaining in detail.

Payroll Accounting Training

Ruth has put together a HRMN processing overview training which covers the interaction between HRMN, DCDS and R*STARS systems. We are hoping this session will bridge the gap between the Human Resource and Accounting communities. It covers two basic areas for improvement: Step Action Tables, which are Human Resources' procedures for entering transactions and cleaning up the procedural guidance; and determining which transactions are receivables and which are liabilities.

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It was mentioned that something similar was done a couple of years ago. The materials obtained from this session will be sent to Ruth for her review to see if what she proposes to present is the same thing. We certainly do not want to provide the same training again.

We hope to schedule two or three sessions in late June or July. A notice will be sent.

Process Improvement Efforts

Ed stated several new balancing procedures have been identified, most of which should be in place by our next meeting in August.

We plan to improve our manual and automated procedures on unrecoverables. We want to automate the more common situations and hope to have this in place by late August or September.

We are cleaning up procedures and identifying what can be streamlined in the Workers Compensation first check process.

The question of whether there will be consolidation of the General Ledger 0584 was asked. Once we get the new processes automated, we will be working with agencies to clean up what should be receivables.

An update on these efforts will be given at the next meeting in August.

ADDED ITEMS FOR DISCUSSION

ZURV/Cash Offset Queries

Ruth apologized for not communicating to the agencies that we would no longer be sending these spreadsheets. Patrick Hague has been working with Bidhan Redey of Corrections and will be communicating this information via listserv. The MIDB script is being evaluated to get it to a central script server. Once this has been worked out, the spreadsheets will be sent again and will be retroactive to when they were discontinued.

Split Pay

Ruth stated that OFM is evaluating potential alternatives for split pay, one of which is not doing it. There would be administrative savings, but we have to comply with GAAP. This will be shared once a decision has been made.

OPEN DISCUSSION

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FUTURE AGENDA ITEMS

Ed asked the group what they would like covered in these meetings.

Following were some suggestions:

- DCDS Enhancements (although we are not seeing a lot of that any more)
- HRMN Priorities (Time and Attendance; Travel Expense Reimbursement; HR Optimization; HRMN Portal)
- HR Optimization (its impact on Human Resources and Accounting)
- Payroll Reconciliation Procedures (have agencies share how specific adjustments are handled – possibly showcase an agency at each meeting)

NEXT MEETING

The next meeting will be Thursday, August 5, 2004 at 10:00 a.m., in the Ottawa Building, Upper Parking Level, Conference Room 3.